
NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE

Tribal Colleges Extension Services Program

CONTINUATION APPLICATION GUIDELINES – FY 2011

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.500

DATES: Applications must be received by January 17, 2011 (5:00 p.m. Eastern Time)

NIFA often issues requests for applications (RFAs) that contain information divided in eight parts. All information in the eight parts is not necessary for requesting applications for these funds, however, the unnecessary parts are included herein and are denoted by “Reserved,” in order to maintain the overall RFA structure for reference to RFAs by other documents.

PART I – FUNDING OPPORTUNITY DESCRIPTION

When applicants receive a continuation grant the funding agency makes the award with the intention of providing additional support at future dates, typically on an annual basis. The original application outlines what funding is requested for each year in the lifetime of the grant. The process of applying for sequential funding begins with a noncompeting application. Each year of the grant, continuation funding is provided based on the original application request. Funding is also contingent upon satisfactory performance, available appropriations and that continued support is in the best interests of the Federal government and the public.

The Tribal Colleges Extension Program provides funding for the 1994 land-grant institutions to conduct non-formal education and outreach activities to help meet the needs of Native American people.

PART II – AWARD INFORMATION

A. Available Funding

This RFA covers the second year of continuation funding. Continuation applications should be submitted using the FY 2011 budget levels approved in the 4-year application package submitted in 2010. NIFA reserves the right to adjust the FY 2011 funding levels contingent upon money available.

Currently, The Program Leader anticipates \$1,400,000 available for continuation awards under the program for 2011, therefore, application should not exceed a budget request of \$100,000. This is not a guarantee of funding amounts, however.

B. Type of Application

Only continuation applications are to be submitted in response to this RFA.

PART III – ELIGIBILITY INFORMATION

A. Eligible Applicants

Schools with a 2010 continuation under this program are eligible to respond to this RFA.

Unsolicited applications will not be considered.

A list the 14 eligible applicants is provided below.

Institution name	Award Number
Blackfeet Community College	2010-47002-21422
Fond du Lac Tribal and Community College	2010-47002-21355
Lac Courte Oreilles Ojibwa Community College	2010-47002-21336
Little Priest Tribal College	2010-47002-21505
Navajo Technical College	2010-47002-21740
Nebraska Indian Community College	2010-47002-21708
Northwest Indian College	2010-47002-21335
Oglala Lakota College	2010-47002-21405
Saginaw Chippewa Tribal College	2010-47002-21402
Salish Kootenai College	2010-47002-21762
Sinte Gleska University	2010-47002-21702
Stone Child College	2010-47002-21324
Turtle Mountain Community College	2010-47002-21403
United Tribes Technical College	2010-47002-21406

B. Cost-Sharing or Matching

Cost Sharing is not required for this grant.

PART IV – APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA.

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit

applications through Grants.gov.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “Step 1: [Download a Grant Application Package and Instructions](#),” enter the funding opportunity number **USDA-NIFA-SLBCD-003325** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to resources available on the Grants.gov Web site first (<http://www.grants.gov>). Grants.gov assistance is also available as follows:

Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).
Email: support@grants.gov

See <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Application Submission

Electronic applications should be prepared following Parts IV, V, and VI of the document entitled “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

- a. Field 4. Federal Identifier – Enter the NIFA award number of the award to be continued (the number in Block 1. of Form NIFA-2009, Award Face Sheet, of the original award document).
- b. Field 8. Type of Application – Select “Continuation.”
- c. Field 11. Descriptive Title of Applicant’s Project – The title should be exactly as it appeared on the award to be continued (Block 18. of Form NIFA-2009 of the original award document).
- d. Field 13. Proposed Project – The start date of the project should be the same as it appeared on the award to be continued (Block 3. of Form NIFA-2009, Award Face Sheet, of the existing award document). The end date should be the end date as it appeared on the award to be continued (Block 3. of Form NIFA-2009, Award Face Sheet, of the existing award document) plus an additional year.
- e. Field 20. Pre-application – Do not fill out this portion of the form.

2. SF 424 R&R Project/Performance Site Location(s)

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

- a. Field 7. Project Summary/Abstract – **PDF Attachment.** Include the Project Summary/Abstract for the period of time this application is intended to support. Specifications are as follows:
 - 1. The summary should not exceed 250 words.
 - 2. Include the names and affiliated organizations of all PDs and Co-PDs.
 - 3. Include the title of the project (must be descriptive of the program).
 - 4. The summary must be a self-contained specific description of the activity to be

- undertaken and should focus on goals, strategies and anticipated project outcomes.
5. List which of the program focus area(s) you will be addressing. Examples could include: Agriculture, 4-H and Youth Development, Leadership Development, Natural Resources, Family and Consumer Sciences, Community and Economic Development.

b. Field 8. Project Narrative – **PDF Attachment.**

The Narrative for the continuation should be in two parts and not more than 5 pages.

The first part: A report on progress from the applicant's first year of the 2010 Capacity grant. Discuss any impacts the grant is having thus far.

The second part: A narrative for the second year of activities that include these headings:

- Opportunity Statement
- Target Audience
- Specific Objectives and Activities
- Long-Term Benefits to the College
- Key Personnel and Responsibilities
- Time Frame for Activities
- Stakeholder Input plan update
- Expected Outcomes and Evaluation

In the narrative, the Expected Outcomes and Evaluation is critical. In this section you need to provide a baseline measurement or initial “starting point” that your project will address. At the end of each grant year you will use this baseline to document your progress. Success need not be dramatic, but it should show movement towards a goal. This “before and after” measurement will be used to demonstrate progress in your 2012 continuation application and progress reports. Even if your expectations are not met this provides a valuable opportunity to discuss how you will adapt your project to achieve your goals. You are not limed to one baseline, but you must have at least one. Examples of baselines you could establish include:

- Dollar amount saved by community farmers and ranchers
- Dollar amount earned by community farmers and ranchers
- Number of families served by a program
- Number of community members served
- Number of community members in new jobs or starting new businesses
- Change in behavior based on “before” and “after” findings
- Change in knowledge based on “before” and “after” findings
- Number of 4-H students joining clubs
- Number of community gardens established
- Number of participants in healthy lifestyle programs
- Improved health outcomes for healthy lifestyle participants

- Increased knowledge among 4-H youth as demonstrated in “before” and “after” findings
- c. Field 9. Bibliography & References Cited – **A bibliography & references cited list is not required under this RFA.** Do not complete and submit a bibliography and references cited list.
- d. Field 10. Facilities & Other Resources – **A facilities & other resources list is not required under this RFA unless there is a notable change from the list submitted in the initial application.**
- e. Field 11. Equipment – **An equipment list is not required under this RFA unless there is a notable change from the list submitted in the initial application.**
- f. Field 12. – **Other attachments** An annual financial report, SF 425 (previously SF 269) must be submitted with your application and attached under Block 12, Other project information.

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide.

5. R&R Personal Data – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. If completing the information, **do not enter any data in the field requesting the social security number.**

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

- a. The amount of grant funds requested should be the amount stipulated the recipient’s original request for 2011. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts). For each subaward/subcontract, use the R&R Subaward Budget Attachment(s) Form.
- b. Field H. Indirect Costs – See Section D., Funding Restrictions, of this Part for indirect cost information. Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (91 Stat. 981), indirect costs are unallowable costs under Section 3(d) of the Smith-Lever funded projects, and no funds will be approved for this purpose.
- c. Field K. Budget Justification – **PDF Attachment. There is no page limit.**

All budget categories for which support is requested, must be individually listed (with costs) in the same order as the budget. If consulting, collaborative, or subcontractual

arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant and cost breakdown must be included. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts).

See Part III, B., Cost-sharing or Matching, of this RFA for information about how to determine if matching is a requirement.

7. Supplemental Information Form

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

- a. Field 2. Program Code. Enter the program code name (TCEP) and the program code (NK).
- b. Field 8. Conflict of Interest List. A conflict of interest list is not required under this RFA. Do not include a conflict of interest list.

C. Submission Date and Time

Applications are due January 17, 2011 by 5 PM, Eastern Time Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

Carefully Monitor for Confirmation E-mails from Grants.gov

Institutions (the submitting official) will receive 3 emails from Grants.gov on the progress of their submission. Applicants should be monitoring their Inbox for e-mail messages that confirm their submission status. The confirmation e-mails are as follows:

- First e-mail: Confirms receipt of the application by the Grants.gov system.
- Second e-mail: indicates that the application has either been successfully validated by the system prior to transmission to the grantor agency OR has been rejected due to errors.
- Third e-mail: confirms that the application has been passed to Grants USDA

If applicants do not receive the first 2 e-mails within 24 hours they should contact Grants.gov to determine what corrective steps need to be taken. Be sure to obtain a case number from the Grants.gov help desk for future reference.

Once the application has been accepted it will be assigned a proposal number, this number should be cited on all future correspondence.

If the AR has not received ANY correspondence **from NIFA** regarding a submitted

application within 15 days of submission of the application, please contact the NIFA Program Contact and request the proposal number assigned to the application.

D. Funding Restrictions

Award recipients may subcontract to organizations not eligible under the program provided such organizations are necessary for the conduct of the project.

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (91 Stat. 981), **indirect costs are unallowable under Smith-Lever funded projects, and no funds will be approved for this purpose.** Costs that are a part of an institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

The following costs, although not all-inclusive, are not permitted:

- Entertainment
- Meals (except when provided to maintain the continuity of a meeting)
- Tickets to shows or sporting events
- Alcoholic beverages
- Costs associated with banquets and award ceremonies.

Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

Awards and Certificates of Achievement are disallowed by 2 CFR Part 220 – Cost Principles for Educational Institutions, and 2 CFR Part 230 – Cost Principles for Non-Profit Organizations.

NIFA has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

In addition, tuition remission is prohibited by Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3319).

PART V – Program Review Support

Note: This is the second year of a four year continuation grant. The initial award was issued in 2010 in for a 4-year application period. It does not require panel review. The applications may be subject to an internal NIFA recommendation group that checks for:

- Application completion
- Consistency of the 2011 application with the 2010 4-year plan

- Performance baselines and indications of progress

The suggestions will be sent to the project director as opportunities to build on program excellence and will not affect funding.

PART VI—AWARD ADMINISTRATION

A. – C. Reserved.

D. Expected Program Outputs and Reporting Requirements

Project Progress Reports:

For continuation awards, an annual progress report must be electronically submitted 90 days prior to the end of the current budget period, i.e., current expiration date of the award. Untimely submission of this report will delay processing and failure to submit this report will result in the restriction of the funding increment.

PART VII – AGENCY CONTACT

The NIFA Program Contact requesting the application or contact the NIFA Program Contact responsible for the original grant award:

Tim Grosser

National Program Leader

National Institute of Food and Agriculture

U.S. Department of Agriculture

Waterfront Centre

Telephone: 202-690-0402

E-mail: tgrosser@NIFA.usda.gov

PART VIII – Reserved.